

**NIH INFORMATION AND COMMUNICATIONS SERVICES  
TASK ORDER**

**RFTOP #64 TITLE: OD/OLPA LOGISTICAL SUPPORT SERVICES**

**A. POINT OF CONTACT NAME:** Anthony Revenis

Phone: (301) 402-3073

Fax: (301) 435-6101

**Proposal Address:**

6011 Executive Blvd., Rm 529S  
Rockville, MD 20892-7663

**Billing Address:**

Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39  
Bethesda, MD 20892-2045

**B. PERIOD OF PERFORMANCE:** Award date will be on or about July 11, 2002.  
Performance period will be for 5 years from the Date of Award.

**C. PRICING METHOD:** CPFF or T&M. Please provide a separate price for each task.

**D. PROPOSAL INSTRUCTIONS:** Proposals should be submitted by e-mail. Samples of previous work may be provided via e-mail or via U.S. mail postmarked NLT the response date of this RFTOP. Please enter in the subject line the following text, "RFTOP #64 – Proposal." A signed task order form (last page of the RFTOP) will be requested later.

**E. RESPONSE DUE DATE:** June 19, 2002.

**F. TASK DESCRIPTION:**

The Office of Legislative Policy and Analysis (OLPA), Office of the Director (OD), National Institutes of Health (NIH), is seeking contract support for logistical support services to include 1) inventory/warehouse/distribution services, 2) product development and special projects, and 3) web management and development. Please submit *separate proposals* for *individual* tasks. Tasks may be awarded to different companies. Each task is described below.

***Background***

OLPA is the legislative liaison for NIH and advises the Director, Deputy Director, OD staff and the Directors of the NIH Institutes and Centers (ICs) on a full range of legislative issues. OLPA coordinates visits and briefings and clears correspondence between NIH personnel and Members of Congress. OLPA coordinates preparation of congressional testimony, hearing reports and summaries of recently enacted as well as pending legislation.

***Task I: Inventory/Warehouse/Distribution Services***

OLPA places orders annually for documents from the Government Printing Office (GPO) for distribution to the ICs and OD offices through the OD Office of Research Services,

Division of Support Services, Reprographic Communications Branch (ORS/DSS/RCB). These orders include, but are not limited to, House and Senate Hearing Reports, Bills, Conference Reports, and Public Laws. The purpose of this task is to obtain contractor support to coordinate, distribute and house the order with OLPA, ORS/DSS/RCB and GPO, as needed. GPO delivers documents to the contractor and the contractor, subsequently, distributes documents to 46 NIH ICs and OD offices via the NIH mail center on Stone Street, Rockville, MD. The Project Officer works with the contractor in notification of expected documents and provides current mailing lists. The contractor shall provide written or electronic notification to the Project Officer when a distribution is made, detailing the date of distribution and contents. After distribution to NIH ICs and OD offices, the OLPA Project Officer will identify those documents to be retained and stored at the contractor's facilities. The documents may be retrieved and delivered or destroyed per request of the Project Officer or designee. Documents are typically retained for the present and one previous Congress (a total of 4 years).

Exact numbers of documents to be distributed and stored vary for each Congress. It is estimated that approximately 240 Hearing Reports, 140 Bills and as many as 500 Public Laws could be distributed during a 2-year period to 44 IC/OD policy offices, 29 budget offices and 20 senior staff offices. In addition, biannually an order is placed for the *Compilation of Selected Acts – Health Law*. This document is extremely important to the NIH community and may require the contractor to deal directly with GPO to determine availability and to ensure delivery. The contractor may also be required to deal directly with GPO to determine availability of additional documents as identified by the OLPA Project Officer. Estimate approximately 250 hours annually for this task.

The contractor will provide reports at the beginning of each month summarizing key activities that were completed or in progress during the preceding month. This report will include an itemization of documents distributed and an inventory of documents currently being held in storage (including number of each document). This report shall also include the amount of money expended to date and the money remaining for this task.

### ***Task II: Product Development and Special Projects***

Legislative Updates are articles written by OLPA program analysts on enacted and pending legislation of interest to NIH. The purpose of this task is to obtain contractor support to provide editorial and graphic word processing for issues of OLPA Legislative Updates three times per year (April, August and December). Time lines and scheduling for final distribution is done in coordination with the OLPA Project Officer based on schedules for NIH IC Advisory Council meetings.

Content of the Legislative Updates are prepared by OLPA analysts in WordPerfect 8.0 (or later) for Windows. Some of the articles may contain tables. The OLPA Project Officer coordinates the collection of the articles, does a *preliminary* review and editing of articles, provides a table of contents indicating titles of articles and whether they are new or updated, and any other instructions to the contractor. The contractor proof reads and

finalizes the editing according to GPO guidelines. The contractor provides a draft for final review by OLPA. Upon reviewing the drafts, OLPA approves the document for final printing. The final complete document will contain all the articles to date for the current Congress and a table of contents. The contractor will provide both a hard copy and electronic final of this document. Individual articles will also be provided in electronic format. The contractor will also provide a Word Perfect format template with instructions as well as a writing style guide, which will be updated as needed.

The number of articles to be edited and length of documents vary depending on the activity of a particular Congress. This task involves editing new articles and updating previous articles. (Note: the April issue for the first session of a Congress will contain only *new* articles. Subsequent issues will be either *new* or *updated*.) The time factor for editing a particular article will vary depending on whether it is new or needs updating and length. Articles for a quarter will be merged with the previous articles for a complete document containing articles to date for that Congress (2 years). An estimate of volume for this task: The Legislative Updates for the 106th Congress (1999-2000) contained an Overview, 26 articles on Public Laws, and 76 articles on other (pending) legislation of interest to NIH. The document totaled 280 pages of edited text. The Legislative Updates for the 107th Congress (January 2001 through April 2002) is comprised of nine articles on Public Laws and 35 articles on other (pending) legislation, for a total of 136 pages of edited text. Legislative Updates can be found on the OLPA website at <http://olpa.od.nih.gov/Legislation/default.htm>

In addition to the Legislative Updates, the contractor may be asked to provide other editorial services on a short turn-around time for briefing books for upcoming hearings or other projects required by OLPA. The Project Officer will provide information as needed. Briefing books would require copy editing, ensuring uniformity and clarity of content; table of contents, page numbering, tabs, etc. Contractor may also be asked for graphic support for covers and spines of books. A recent project of this nature involved two briefing books totaling approximately 600 pages of edited text, tabs and table of contents which required 15 copies of each set and a turnaround time of approximately one week.

The contractor shall provide the following deliverables: 1) hard copy of *edited individual draft* articles of three issues per year of Legislative Updates, 2) camera-ready hard copy of *final merged* document for three issues per year of Legislative Updates, 3) electronic versions of *final individual articles* for three issues per year of Legislative Updates, and 4) electronic version of one *final merged* document. Electronic versions can be delivered via e-mail; hard copies are to be delivered via courier. In addition, the contractor will provide deliverables for services as required for special projects as noted above. Estimate approximately 450 hours annually for this task, including special projects.

The contractor will provide reports at the beginning of each month summarizing key activities that were completed or in progress during the preceding month. This report will include the number of hours spent on this task per labor category, the amount of money expended to date, and the money remaining for this task.

***Task IV: Website Maintenance and Design:***

The OLPA website < <http://olpa.od.nih.gov/> > was originally designed in 1998 and is currently undergoing a redesign. The website resides on an NT server in the NIH Center for Information Technology. The OLPA website audience includes NIH staff, Federal Government agencies, the Congress, other public officials, and the general public. The purpose of this task is to seek contract support to maintain the website and provide technical and design support for future enhancement on an ongoing basis.

The enhanced OLPA website will contain a home page and approximately nine secondary pages, and a site map. Pages that require regular posting will include floor schedules; congressional actions; bill tracking; hearings (including testimonies and hearing reports); legislative updates (see Task III); OLPA assignments and useful links. (You can refer to the current OLPA website to see some of these items.) The contractor updates the information per direction of the Project Officer. Most of the information will be provided to the contractor via Wordperfect files.

The contractor shall be able to design graphics, organize information, write and edit text, set up and maintain needed hardware and software, perform and/or coordinate site testing, and evaluate and update posted files.

The contractor may be asked to develop a quality assurance test plan that outlines the manner in which the site will be tested before launching any new site pages in order to ensure compatibility with a targeted set of browsers, platforms, screen sizes and other physical requirements.

The contractor shall ensure and document that the site is in compliance with Federal information technology guidelines. The contractor shall ensure the site is accessible to users with disabilities based on Section 508 of the 1998 Rehabilitation Act requirements.

The contractor shall develop and implement a plan to archive the site content components.

The contractor shall monitor, evaluate, and analyze monthly server logs and user tracking methods to determine patterns of use and other trends to evaluate the website. Contractor

shall evaluate the effectiveness of the site, recommend changes, and implement approved changes to the site. The contractor shall maintain the site's accuracy and ensure all aspects of the site are functional and up-to-date. Estimate approximately 1500 hours annually for this task.

The contractor shall provide reports at the beginning of each month summarizing key activities that were completed or in progress during the preceding month. This report will include the number of hours spent on this task per labor category, the amount of money expended to date, and the money remaining for this task.

## **F. EVALUATION CRITERIA:**

*(Note: Contractors should submit proposals for individual tasks. Tasks may be awarded to different contractors.)*

**Technical/Management:** Contractors are to provide a written proposal demonstrating an understanding of the task order requirements through a comprehensive description of the proposed approach, the number of people to perform the task, the position of each individual, and the scheduling and assignment of tasks.

Contractors shall summarize the relevant experience and skills of the individuals proposed for the task order. The summary shall not exceed a quarter page. The summaries should highlight experience such as past inventories, copy editing, web production and technology, evaluation design, and maintaining websites.

**Experience:** Contractors are encouraged to provide a list of no more than three references of previous or current projects awarded to your firm for similar tasks. If contractor does not have a list of references but feels they can do the task, please provide a short written documentation to that fact.

The references provided by the contractor may be contacted to assess the contractor's 1) record of conforming to specifications and standards of good workmanship, 2) adherence to contract schedules, and 3) reputation for reasonable and cooperative behavior and commitment to customer satisfaction.

Contractors are to provide copies of samples of previous projects (such as previous inventories [Task 1], editing tasks [Task 2], and/or screen shots from various websites [Task 3]).

**Cost/Price:** While price will not be the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the Government.

**TO # NICS-64**

**CONTRACT #263-01-D-0\_\_\_\_\_**

**PART II - CONTRACTOR'S REPLY: TITLE: OD/OLPA LOGISTICAL SUPPORT SERVICES**

**Contractor:**

**Points of Contact:**

**Phone-**

**Fax-**

**Address:**

**TOTAL ESTIMATED COST:**

**Pricing Method: FFP**

**TOTAL ESTIMATED NUMBER OF HOURS:**

**PROPOSED COMPLETION DATE:**

**FOR THE CONTRACTOR:** \_\_\_\_\_

**Signature**

**Date**

---

---

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

**Billing Reference #** \_\_\_\_\_

**Appropriations Data:** \_\_\_\_\_

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

**RECOMMENDED:** \_\_\_\_\_

**FAX #**

**Signature - Project Officer**

**Date**

**APPROVED:** \_\_\_\_\_

**FAX #**

**Signature - Contracting Officer**

**Date**

---

**NLM APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

**APPROVED:** \_\_\_\_\_

**Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator**

**Date**